

Cooper High School –Support/Booster Organization Policy



Randall K. Cooper High School recognizes and authorizes the following support/booster organizations:

- ✓ Athletic Boosters
- ✓ Band Boosters
- ✓ PTSO
- ✓ FFA Alumni & Supporters

No other support/booster organization is permitted or authorized.

1. **Authorization** – By Cooper High School Principal
2. **Incorporate - *Cooper High School Support/Booster Organization***
3. **General Corporation – not for profit** – A non profit corporation is established for an allowable purpose under Kentucky Law. Nonprofit corporations do not distribute income or profit to directors, members or officers. Nonprofit does not mean tax exempt. A corporation organized as nonprofit at the state level must apply to the IRS for tax exempt status.
 - a. Legal Entity with TAX ID # -SS4 Form
 - b. Legal Entity with TAX Exempt Number- Form 1028
 - c. Can File for a 501-3C Status - Makes donations Tax Deductible Form 1023
 - d. Articles of Organization –
 - e. File with the Secretary of State

**Tax Forms are located on the IRS website: www.irs.gov
Kentucky Secretary of State Trey Grayson: <http://sos.ky.gov/business/online>**

4. **Documentation**- Create by-laws, policies and maintain minutes for each meeting
5. **Financial Safeguards**- Open bank account, require 2 signatures for withdrawal of cash and check signing.
6. Oversight and Involvement by School Principal.
7. Communication among members of the Support/Booster Organization with the Principal
8. Third Party Audits Annually and Quarterly Financial Reports

Cooper High School – Support/ Booster Organization Expectations

The Cooper High School Support/Booster Organization understands that their role is one of quiet, steady support for extra-curricular activities, which are student-centered, and are intended to complement and enhance our students' educational experience as we focus on our primary mission of getting every student to proficiency, and equipping them with the skills necessary to compete in a high-tech 21st century world marketplace.

Authority:

The authority of our booster club to operate comes from a clear, detailed, written grant of authority from the board of education and the Principal.

Compliance:

Our booster club is aware of and will comply with all applicable state and federal laws and local board policy as well as fully understand their obligations under Title IX.

Administration;

Have organizational documents, elected officers and board, and a clear set of operating guidelines. Incorporate and become a legal entity with tax id number and tax exempt number.

Finances:

The financial process for our support/boosters organizations will consist of a designated group of trained individuals given the specific task of data-based budget development, with opportunities for input and review by others.

Equity:

Fully understand the legal and ethical requirements for equitable levels of opportunity and support for all programs and students, and do their part.

Accountability:

The accountability practice of our support/ booster organizations will include; clearly defined responsibilities for named individuals, segregation of duties, review and oversight by school officials, forms, checklists, and more.

Integrity:

We preserve the integrity of our booster clubs by clearly communicating expectations, obtaining commitments in writing, and holding people accountable for what they do.

Support/Booster Club Agreement

This agreement is entered into by an between the **Boone County Board of Education** (hereafter referred to as "Board") and an entity known as **Cooper High School (name) Support/Boosters** (hereafter referred to as the "Booster Club"). Through this Agreement, the parties intend to set forth the Terms and Conditions under which the Support/ Booster Organization may operate and associate with students, teachers, coaches and school administrators at **Cooper High School**.

TERMS and CONDITIONS

1. The Support/Booster Organization acknowledges that the Board is responsible for the promotion of education and the general health and welfare of all students attending the **Boone County Public Schools**. In addition, the Support/Booster Organization acknowledges that the Board has control and management of funds and all public school property in its district and may use its funds and property to promote public education (KRS 160.290).
2. The Support/Booster Organization acknowledges that its activities may affect compliance with Title IX of the Educational Amendments of 1972 (Title 20 U.S.C. 1681-1687, *et seq.*) by **Cooper High School** and the **Board**, Likewise, the Support/Booster Organization acknowledges that, as a condition of membership in the **Kentucky High School Athletic Association**, representatives of **Cooper High School** and the **Board** must verify that the school complies with Title IX.702 KAR 7:065, Section 2 (13). Accordingly, the Support/Booster Organization agrees to provide all information requested by **Cooper High School**, the **Board**, or the **Kentucky High School Athletic Association** for purposes of determining Title IX compliance. The Support/Booster Organization further agrees to refrain from engaging in any activity which, in the opinion of the principal of **Cooper High School** or the Superintendent of the **Boone County Public Schools**, adversely affect the school's or the Board's ability to comply with Title IX.
3. The Support/Booster Organization shall, on or before July 1, 2008 (for the 2008-2009 school year), and July 1, 2009 (for the 2009-2010 school year), designate a representative for purposes of or communicating with and providing true and accurate information to the **Board** and **Cooper High School**.
4. The Support/Booster Organization Committee shall be comprised of one representative from each sport.
5. Upon request of the principal of **Cooper High School**, or upon request of the superintendent of the **Boone County Public Schools**, the Support/Booster Organization shall make available within 3 business days a full and complete list of its members.
6. In addition to complying with the requirements of Title 702 of the Kentucky Administrative Regulations, Chapter 3:130 (internal accounting, and all other relevant statues and regulations, the Support/Booster Organization shall upon the request of the principal or athletic director of **Cooper High School**, or on the request of the Superintendent of the **Boone County Public Schools**, provide a full and complete accounting of all moneys raised, as well as full and complete accounting of all moneys expended. In addition, if requested to do so, the Support/ Booster Organization shall also provide audited financial records concerning its activities. **Support/Booster Organization** will be required to submit a financial report quarterly as well as a third

party audit annually. The quarterly and annual reports will be turned in to the financial secretary's office for review.

7. The Support/Booster Organization shall advise the principal of **Cooper High School** of all fund raising activities planned for the upcoming year. To the extent the Support/Booster Organization seeks to engage in additional fund raising activities, it shall give at least **15** days notice of the intended activity.
8. The principal of **Cooper High School** and the Superintendent of **Boone County Public Schools** expressly reserve the right to reject any fund raising activity for any reason. The Support/Booster Organization agrees that it shall not engage in any fund raising activity which has not been approved or which has been rejected by the principal of **Cooper High School** or the Superintendent of the **Boone County Public Schools**.
9. By executing this document through its designated representatives, all members, officers, and representatives of the Support/Booster Organization agrees to abide by terms and conditions set forth below as well as those additional terms and conditions which may be required by the Board. The designated representative of the Support/Booster Organization represents and agrees that he/she will provide a copy of this agreement to all members of the Support/Booster Organization

** ** ** **

I hereby acknowledge that I am a representative of the **Cooper High School (name) Support/Booster Organization** and that I am authorized to act on its behalf. I further agree that this Support/Booster Organization and its members shall abide by the Terms and Conditions set forth above. I further agree to immediately report to the principal and athletic director of Cooper High School and to the Superintendent of the Boone County Public Schools any violation or breach of this agreement.

(Name of Support/Booster Organization)

By: _____

Title: _____

COMMONWEALTH OF KENTUCKY
COUNTY OF _____

Subscribed and sworn to before me on this _____ day or
_____, 2008, by

NOTARY PUBLIC

My Commission Expires: _____

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 5/12/2009

Date Reviewed or Revised: **11/17/2018** Council Chairperson's Initials DMW

Date Reviewed or Revised: _____ Council Chairperson's Initials _____